

Meza-Cuadra, Claudia

From: Wehling, Carrie
Sent: Wednesday, March 20, 2013 9:05 AM
To: Parikh, Pooja
Subject: RE: Fw: FOIA: HQ-FOI-01479-12

I was just reading through that and was wondering.... Thanks, it looks good. Not sure I have any additional advice – I have not done search terms before....

Thanks.

Carrie

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From: Parikh, Pooja
Sent: Wednesday, March 20, 2013 9:03 AM
To: Wehling, Carrie
Subject: FW: Fw: FOIA: HQ-FOI-01479-12

FYI – just realized that I accidentally sent ORD the wrong file yesterday – the 1st attachment below was an unfinished draft. I'll send them the correct file shortly and will cc you.

From: Parikh, Pooja
Sent: Tuesday, March 19, 2013 4:10 PM
To: Wehling, Carrie
Subject: FW: Fw: FOIA: HQ-FOI-01479-12

FOIA process question: ORD had asked me to draft up search terms and search instructions for two FOIAs from Greenpeace. I put something together and just sent to ORD ... but then I wondered whether I should be running these search terms and instructions by anyone. From our last staff meeting, I left with the impression that we are on our own in terms of the initial FOIA response (i.e., the FOIA folks in OGC are not supposed to be working on this as it's not part of their job). But just making sure! Let me know if you've got any advice to give on this ... thanks!

From: Parikh, Pooja
Sent: Tuesday, March 19, 2013 4:05 PM
To: Meza-Cuadra, Claudia
Subject: RE: Fw: FOIA: HQ-FOI-01479-12

Hi Claudia – I've taken a stab at drafting search instructions for both of these FOIAs – see attached. (Note that there are still some things that you will need to fill in – which I have highlighted for you in the document).

<< File: Greenpeace FOIA instructions.docx >> << File: Greenpeace 2nd FOIA instructions.docx >>

I hope this helps.

From: Meza-Cuadra, Claudia
Sent: Thursday, March 14, 2013 3:01 PM
To: Parikh, Pooja
Subject: FW: Fw: FOIA: HQ-FOI-01479-12

Hi Pooja,

Below are the search instructions that we have drafted. The relevant FOIAs are attached.

Thanks,

Claudia

<< File: greenpeace request 1.pdf >> << File: EPA - FOIA HQ-FOI-01849-12.doc >>

For HQ-FOI-01849-12, "Requesting all communications and records of all meetings between Chesapeake Energy and the EPA relating to the EPA Hydraulic fracturing water study for the time period of March 1, 2010 to August 16, 2012" try the following:

- Indexed search of all documents between 3/1/2010 and 8/16/2012 that has the word "Chesapeake" anywhere.
- Only flag those that are from EPA folks direct to persons from Chesapeake, or vice versa.

These include:

John Satterfield
Chris Hill
Stephanie Timmermeyer
Paul Hagemeyer

For HQ-FOI-01479-12, "details on all meetings (dates, agendas, minutes) and correspondence (emails, calls, letters, and all other forms) between EPA and the following: the American Petroleum Institute (API), BP, ExxonMobil, Chesapeake Energy, Chevron, and any other oil and gas industry representative, as well as the Council on Environmental Quality, the Department of Energy, and the Domestic Policy Council of the Whitehouse, regarding EPA's Hydraulic Fracturing Study conducted by Jeanne Briskin", April 30, 2012 through June 1, 2012

- it's a bit trickier. You can narrow the search to that period of time. Then try searches for the different entities:

API
ExxonMobil
BP
Chevron
Department of Energy
Domestic Policy Council
Chesapeake Energy
Council on Environmental Quality

From: Hanley, Mary
Sent: Friday, February 15, 2013 5:18 PM

To: Zambrana, Jose
Cc: Meza-Cuadra, Claudia
Subject: Re: Fw: FOIA: HQ-FOI-01479-12

Jose,

You should also work with the OGC contact to come up with the search terms and include the instructions for searching for foias in mail and non-mail sources. The OGC contact should be able to help with that. You want everyone using the same approved search terms to retrieve records.

Mary

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